

~~CONFIDENTIAL~~

MEMORANDUM FOR: Executive Officer to the Deputy Director for Support

SUBJECT : Recommendation 14 - IG's Survey Report

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1. This refers to your memorandum of 12 June 1964, regarding Recommendation 14 of the Inspector General's survey report on the Office of Personnel. Recommendation 14 asked that "The Deputy Director for Support review the processing of recent involuntary separation cases under HR [REDACTED] and recommend to the DDCI procedures which will provide for more efficient processing and the elimination of unnecessary delays."

25X1A

2. We consider that the proposed revision of HR [REDACTED] a copy of which has been forwarded to the DDCI for preliminary review, will, if approved and issued, serve to eliminate some of the delays which have occurred in certain separation cases. Aside from purely human factors involved in some delays, cases have occasionally taken more time than is really necessary in reaching the Director's level for decision due to a tendency to apply the provisions of the existing Regulation in a rather literal way, in order to avoid possible problems in the courts over the question of compliance with our own Regulation. By having the Regulation reflect what actually happens procedurally, without resorting to interpretations, we would expect that in the future all persons involved in reviewing separation cases could concentrate on the substantive aspects of the case, rather than being unduly concerned or preoccupied with technical procedural questions.

3. As far as the processing of separation cases by the Office of Personnel is concerned, we are currently making every effort to assure that weaknesses and discrepancies, apparent or real, are eliminated at the Office or Career Service level before formal separation action is initiated. We believe that by doing our utmost to eliminate such aspects, and by using procedures which are relatively simple and understood by all concerned, efficient processing and prompt decision should become the rule.

/s/ Emmett D. Echols

Emmett D. Echols  
Director of Personnel

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